



## Department of Recreation and Parks

# Picnic Permitting Procedures

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- Proof of City of Rockville residence is required to rent a park within the city limits of Rockville. Prior to requesting a permit, please verify that your address is within the corporate city limits.
- Park permits / rental for designated picnic area are based on availability.
- Permitting begins March 1st each year and ends on October 1st. Parks are available for use April 15 through October 11.
- Two weeks or more advance notice is required to obtain a picnic permit.
- All permits issued for use of a park are limited to the designated picnic area and access to the restrooms in that park. All other areas of the park including the sports fields and courts are to be used on a first-come, first-served basis by the public as well as the renting group.
- Parks are available on Saturday or Sunday from 9 a.m. to sunset or Monday through Friday from 7 a.m. to sunset unless City of Rockville sports are scheduled on the fields. No park permit can include a plan for reserving the fields for organized games as an activity.
- The user group must adhere to the contracted hours stated on the permit.
- Permit may be requested Monday through Friday by calling the Glenview Mansion office at Rockville Civic Center Park at 240-314-8660. Once confirmed, permits may be paid for and picked up at the office or e-mailed to the renter for payment.
- You must be at least 18 years old to rent a park.
- For non-alcohol picnics, the renter needs to pick up the key for the restrooms at Glenview Mansion. The key must be picked up before 4 p.m. on the last business day prior to the scheduled picnic. Failure to pick up the key will result in restroom not being available during your permitted time.
- For alcohol picnics, the renter does not need to pick up the restroom key. A City of Rockville picnic supervisor will be present at the park during the entire rental period and will have the key to the restrooms.



## Picnic Rental Opportunities

Designated rental areas have been established for outdoor picnic events within selected City of Rockville parks. These designated areas are available to all City of Rockville residents or resident businesses within the corporate limits.

Parks listed below have restrooms, picnic tables, parking and various sports related amenities:

<i><b>Park Name</b></i>	<i><b>Picnic tables</b></i>	<i><b>Capacity</b></i>
1. King Farm Homestead – Picnic Shelter (Note: This facility has portable toilets not a restroom building)	10	100
2. Potomac Woods Park	7	150
3. Woodley Gardens Park	12	150
4. Elwood Smith Park	3	30

Rent any of the designated areas in the above parks by calling Rockville Civic Center Office 240-314-8660. Information sheets on each park are available upon request or at contracting.

### **Picnic Rental Rates** April 15 – October 11, 2015

#### **Non-Alcohol Picnic Events**

\$130 for 5 hours, \$30 each additional hr.

\$100 security deposit

\$75 rain date hold – non refundable

Rental does not include staff on site

#### **Picnic Event with Alcohol**

\$230 for 5 hours, \$40 each additional hr.

\$100 security deposit

\$75 rain date hold - nonrefundable

City staff will be on site during the event

#### **Parks Available to Rent for Walk-in-Only Events:**

For events no greater than 30 people

Parks have a shelter, restroom, access to electricity and limited on-street parking:

- Calvin Park
- Hillcrest Park
- King Farm Park
- Montrose Park
- Monument Park
- Maryvale Park
- North Farm Park



## Additional Rental Opportunities

### **Lincoln Park Community Center / Pint Isreal Park - Picnic Area**

Capacity 30

Rent thru Lincoln Park Community Center 240-314-8780

\$100 for 5 hours, \$25 each additional hour

\$100 security deposit

Rental does not include staff

No amplified music or use of public address system is allowed at this park

Park available year round

### **Thomas Farm Park**

Capacity 30

Rent through Thomas Farm Community Center 240-314-8840

### **Special Events Permit**

Courthouse Square Park and Rockville Town Square are available for public and private group rentals per the "Operations and Regulations" guidelines administered by the City of Rockville Special Events office at 240-314-8606.

<b><i>Eligible Renter</i></b>	<b><i>Fee</i></b>
Rockville Public	\$300 for 4 hours
Rockville Private and Political	\$400 for 4 hours
Non-Rockville Public	\$400 for 4 hours
Non-Rockville Private and Political	\$500 for 4 hours
Additional hours for any group	\$ 75 per hour
Security Deposit	\$100 per event
Additional fee for Electricity	\$ 40 per event

### **Unique/Special Outdoor Events**

The following activities when held on public property (parks, streets, plazas and/or any combination of areas) require a permit(s). Permits may be obtained from the City of Rockville and/or Montgomery County depending on the specific requests. Any of the following requires a permit:

Sales of any kind	Code Enforcement
Food sales require a health permit	Montgomery County
Alcohol for sale on-site	Montgomery County
Alcohol for free consumption on-site	City of Rockville
Closure of a road	Code Enforcement
Set-up of a tent (or any other type of temporary structure)	Code Enforcement
Set-up of temporary electrical source	Code Enforcement

Please plan far enough ahead to obtain permits for your event. For further information contact the Rockville Civic Center office at 240-314-8660.



## Park Regulations & Rules

**Alcoholic Beverages** - A person may not consume, sell, distribute, possess, or use alcoholic beverages in any City park without an alcohol permit issued by the City.

**Bicycles** - A person may not ride a bicycle anywhere except on a paved vehicular road or on a path designed for biking.

**Camping or Lodging** - A person may not camp without a written permit issued by the City Manager.

**Commercial Activities** - A person may not sell, or offer for sale, any merchandise, article, or thing in or upon City parks or at any City-sponsored special event without having first obtained a permit from the City for a specific area or the special event. A person may not practice, carry on, conduct or solicit for any trade, occupation, business or profession, without first obtaining written permission from the City.

**Disorderly Conduct** - A person may not indulge in riotous, boisterous, threatening, or indecent conduct, or abusive, threatening, or obscene language.

**Domestic Animals** - No animal may be brought on City park property unless it is on a leash, and at all times entirely within the control of the person bringing it on park property. Persons bringing an animal on City park property are responsible for immediate cleanup and removal of the animal's defecations.

**Firearms** - A person may not carry or discharge any firearms.

**Fires** - A person may not make or kindle a fire except in places provided.

**Games** - A person may not play games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins, or model airplanes except in areas set apart for such forms of recreation.

**Handbills and Advertising** - A person may not distribute any handbills or circulars, or post, place or erect any bills, notices, paper, or advertising device or matter of any kind.

**Litter** - A person may not throw or leave paper, fruit skins, or other rubbish anywhere except in the receptacles provided for such purpose, or place any refuse therein that has been brought from private property in the vicinity.

**Malicious Mischief, Damage, Etc.** - A person may not cut, break into, injure, deface, or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, or other structure, apparatus, or property; pluck, pull up, cut, take, or remove any shrub, bush, plant, flower, or sign; mark or write upon any building, fence, bench, sign or other structure; climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences, or any other property not designated for such

purpose; cut or remove any wood, turf, grass, soil, rock, sand or gravel.

**Operating Hours** - All City parks shall be closed between sunset and sunrise, except lighted activity areas.

**Picnics** - A person may not picnic or lunch in a place other than those designated for that purpose.

**Repairing or Washing Vehicles** - A person may not repair or wash a vehicle.

**Smoking and Vaping** - Smoking and vaping is prohibited on City of Rockville property and/or grounds.

**Structures, Treehouses, etc.** - A person may not construct or erect any structure on park property without a special written permit from the City.

**Traffic Regulations /Vehicle Designated Areas** - A person may not operate any motor vehicle in excess of 15 miles per hour, unless otherwise posted; a person may not operate a motor vehicle on any area except the paved park roads or parking areas; a person may not park a vehicle in other than the established or designated parking area.

**Wildlife** - A person may not catch, injure, destroy or interfere in any way with birds, squirrels, or any wild animals.

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**Grills/Grilling** - All grills must be kept within the designated picnic areas and attended to at all times. Coals must be disposed of in fireproof containers and removed from park grounds.

**Horses/Ponies** - Are not allowed in neighborhood parks at designated picnic areas.

**Moon bounces & Other Activities** - May not be set-up on a sports field or court. Fields and courts must remain available for drop-in use at all times, unless reserved for City sports programming.

**Tents or Other Structures / Banners or Displays** - No tents or pole displays are allowed. Note: Staking of tents damages tree roots. The locations of underground electrical conduits are not identified and pose a potential safety hazard.

**Water Activities** - Any and all activities requiring access to running water including but not limited to sprinklers, water slides and dunk tanks are not allowed.